



**STATEMENT OF PROCEEDINGS  
FOR THE SPECIAL MEETING OF THE  
LOS ANGELES COUNTY AUDIT COMMITTEE**

**KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 525  
LOS ANGELES, CALIFORNIA 90012**

**Wednesday, September 5, 2012**

**10:30 AM**

AUDIO LINK FOR THE ENTIRE MEETING. (12-4226)

**Attachments:**    [AUDIO](#)

Present:            Member Lisa Mandel, Member Francisco Chabran,  
                         Member Michelle Vega and Member Grace Crossette-Thambiah

Excused:          Chair Genie Chough, Vice Chair Dorinne Jordan, Member Louisa  
                         Ollague, Member Carl Gallucci, Member Lori Glasgow

Call to Order. (12-3945)

**Lisa Mandel called the meeting to order at 10:38 a.m.**

**I. ADMINISTRATIVE MATTER**

1. Approval of the August 1, 2012 meeting minutes. (12-3947)

**On motion of Michelle Vega, seconded by Francisco Chabran, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**II. OLD BUSINESS**

2. Trinity Youth Services, Sites: El Monte, Apple Valley, Yucaipa, and Norco, Contract Compliance Monitoring Reviews (9/30/11) (Continued from meeting of 11/2/11, 2/1/12, 3/7/12 and 8/1/12). (11-4653)

**Michael McWatters, Auditor-Controller, reported that a draft fiscal review is in progress and advised that an update for the loan review will be presented at the next meeting.**

**By Common Consent, there being no objection, this item was continued to December 5, 2012.**

**Attachments:**    [SUPPORTING DOCUMENT - PROB REPORT](#)

3. Murrell's Farm and Boys Home Contract Compliance Monitoring Review (9/27/11) (Continued from meeting of 2/1/12, 3/7/12 and 8/1/12). (11-5058)  
**Crystal Huang, Department of Children and Family Services (DCFS), reported that a draft of the protocol to follow when agencies are lacking progress, has been prepared and it is pending final executive approval.**

**Ms. Huang added that since the information provided by the Auditor-Controller and the information gathered from the agency differs, a validation process is being conducted.**

**Diana Flaggs, DCFS, stated that the agency conducted an internal audit and discovered problems with their Certified Public Accountant.**

**Lisa Mandel recommended that DCFS and Auditor-Controller staff work together to discuss their findings.**

**Karen Richardson, DCFS, reported that as of the end of August, the agency had met their license capacity of 12 placements.**

**By Common Consent, there being no objection, this item was continued to December 5, 2012 to allow DCFS and Auditor-Controller to report back on their findings.**

**Attachments:**    [SUPPORTING DOCUMENT - DCFS REPORT](#)

4. Little People's World, Inc. - A Group Home Foster Care Contract Provider - Fiscal Review (Continued from meeting of 2/1/12, 3/7/12 and 8/1/12). (12-0165)

**Crystal Huang, DCFS, reported that in an effort to be in compliance with department policy and as requested by the Department's Director, a letter to the agency asking them to disclose their payroll taxes was distributed for input and feedback from staff prior to being finalized.**

**Diana Flaggs, DCFS, questioned if the process of preparing a letter and sending it to the corresponding entity would be established as a protocol when facing similar circumstances. Ms. Flaggs indicated that the State's Foster Care Audit & Rates office reported that loans to employees have been allowed as long as the employee repays the loan with interest and that such loan agreements should not be considered as a violation of the agency's facility license.**

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**By Common Consent, there being no objection, this item was continued to December 5, 2012 to allow DCFS to report back on the agency's ability to repay delinquent payroll taxes.**

**Attachments:**    [SUPPORTING DOCUMENT - AC REPORT](#)  
[SUPPORTING DOCUMENT - DCFS REPORT](#)

5.    Shields for Families - A Department of Mental Health and Department of Children and Family Services Provider - Contract Compliance Review - Fiscal Years 2010-11 and 2011-12 (7/10/12) (Continued from meeting of 8/1/12). (12-3297)

**Yolanda Whittington, Department of Mental Health (DMH), reported that the agency is committed to conducting and facilitating training for staff and DMH is partnering with the agency to assist them with their compliance improvements.**

**Ms. Whittington added that DMH is sharing quality improvement and compliance documentation with all of the providers and directly contracted agencies via monthly bulletins as well as conducting monthly meetings to discuss clinical issues and case presentations with an emphasis on client and information sharing practices.**

**Lisa Mandel recommended that DCFS share a quarterly bulletin with agencies, highlighting problems and solutions for Needs and Services Plans (NSP).**

**On motion of Michelle Vega, seconded by Lisa Mandel, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

### **III. REPORTS**

6.    San Gabriel Children's Center Group Home Contract Compliance Monitoring Review (5/30/12). (12-4063)

**On motion of Michelle Vega, seconded by Francisco Chabran, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - DCFS REPORT](#)

7.    Los Angeles Youth Network Group Home Contract Compliance Monitoring Review (6/28/12). (12-3935)

**On motion of Michelle Vega, seconded by Francisco Chabran, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - DCFS REPORT](#)

8. West Covina Foster Family Agency dba Homes of Hope, Incorporated, Casa Esperanza Treatment Center Group Home Contract Compliance Monitoring Review (7/10/12). (12-3925)

**On motion of Michelle Vega, seconded by Francisco Chabran, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - DCFS REPORT](#)

9. Maryvale Group Home Contract Compliance Monitoring Review (7/11/12). (12-3934)

**On motion of Michelle Vega, seconded by Francisco Chabran, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - DCFS REPORT](#)

10. Star View Adolescent Center Community Treatment Facility Contract Compliance Monitoring Review (7/12/12). (12-3929)

**On motion of Michelle Vega, seconded by Francisco Chabran, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - DCFS REPORT](#)

11. Orange County Children's Foundation Group Home Contract Compliance Monitoring Review (7/12/12). (12-3933)

**Lisa Mandel asked that DCFS staff provide the Audit Committee with a legible and complete Corrective Action Plan, without unnecessary redactions.**

**On motion of Michelle Vega, seconded by Grace Crossette-Thambiah, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - DCFS REPORT](#)

12. Vista Del Mar Group Home Compliance Monitoring Review (7/17/12). (12-3926)

**On motion of Michelle Vega, seconded by Francisco Chabran, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - DCFS REPORT](#)

13. Vista Del Mar Community Treatment Facility Contract Compliance Monitoring Review (7/19/12). (12-3928)

**On motion of Michelle Vega, seconded by Francisco Chabran, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - DCFS REPORT](#)

14. Pennacle Foundation Group Home Contract Compliance Monitoring Review (7/19/12). (12-3931)

**Lisa Mandel expressed concern regarding instances of agency staff working without clearance from the Department of Justice (DOJ) & the Federal Bureau of Investigations (FBI).**

**Karen Richardson, DCFS, confirmed that some employees were allowed to work before obtaining clearance however, the agency has agreed to execute clearance prior to an employees start date. Ms. Richardson added that no employees were dismissed after the clearance was conducted.**

**Maria Becerra, Audit-Controller, stated that a draft of the fiscal review will be presented at the next Audit Committee meeting and added that the agency attempted to relocate two group homes without prior approval from DCFS and although the agency did not relocate the two group homes, it did acquire approximately \$40,000 in related expenses.**

**Karen Richardson, DCFS, reported that the next site visit is scheduled for November of 2012.**

**On motion of Michelle Vega, seconded by Lisa Mandel, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - DCFS REPORT](#)

15. Five Acres Group Home Contract Compliance Monitoring Review (7/24/12). (12-3937)

**Michelle Vega asked that DCFS staff provide a legible report. In addition, when an administrator is not in agreement with the findings and recommendations, their reasons should be included in the report.**

**Karen Richardson, DCFS, agreed to provide a legible copy of the report, including the Corrective Action Plan without unnecessary redactions. She will also re-post the report on the DCFS website.**

**On motion of Michelle Vega, seconded by Francisco Chabran, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - DCFS REPORT](#)

16. Eggleston Youth Center Group Home Contract Compliance Monitoring Review. (7/24/12). (12-3939)

**On motion of Michelle Vega, seconded by Francisco Chabran, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - DCFS REPORT](#)

17. Bourne Inc. Group Home Contract Compliance Monitoring Review (7/24/12). (12-3940)

**On motion of Michelle Vega, seconded by Francisco Chabran, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT - DCFS REPORT](#)

18. Children's Homes of Southern California Group Home Contract Compliance Monitoring Review (7/26/12). (12-3943)

**Lisa Mandel requested that a fiscal review be conducted for this agency and expressed concern regarding several citations from Community Care Licensing (CCL) and Special Incident Reports (SIR) that were not submitted timely.**

**Karen Richardson, DCFS, reported that all 26 placements at the agency are from DCFS and next site visit is schedule for September of 2012.**

**By Common Consent, there being no objection, this item was continued to December 5, 2012 to allow DCFS staff to report back with findings.**

**Attachments:**    [SUPPORTING DOCUMENT - DCFS REPORT](#)

#### **IV. DISCUSSIONS**

19. Comprehensive Schedule of Audits and Results for DCFS Group Home and Foster Family Agency Contractors. (12-4040)

**Audit Committee members reported receiving the Comprehensive Schedule of Audits and Results and praised Auditor-Controller staff for their work.**

**20. Probation Group Home Monitoring Report. (12-4097)**

**Pamela Pease, Probation Department, Group Home Monitoring and Investigations Unit, reported that although there are only five monitors, the unit is concluding the final stages of work for this fiscal year. Ms. Pease stated that 2 reports that were previously pulled from the website are in the process of being re-posted and 15 reports are in various stages of approval. Ms. Pease also added that training for Probation and DCFS monitors was conducted successfully and the new template, reflecting simple compliance and non-compliance factors is being utilized.**

**V. MISCELLANEOUS**

**21. Matters not on the posted agenda (to be presented and placed on the agenda of a future meeting). (12-3952)**

**There were no matters presented.**

**22. Public Comment. (12-3953)**

**No member of the public addressed the Committee.**

**23. Adjournment. (12-3954)**

**There being no further business to discuss, the meeting adjourned at 11:17 a.m.**